



STATE OF ILLINOIS

OFFICE OF THE COMPTROLLER

GEORGE W. LINDBERG

August 13, 1973

PAYROLL BULLETIN
(11-73)

TO: All State Agencies and Departments
Attention: Payroll Clerks

SUBJECT: General Salary Increase

A cost of living increase will be granted to the employees of various State agencies effective with the September 1-15, 1973 pay period. This increase will be \$25.00 per month or 3.9%, whichever is greater. The Comptroller's office will supply recomputed prelists for the non-tape agencies receiving the increase.

All agencies using the prelisted vouchers must advise this office in writing whether or not they are to be granted the increase. If you are granted the increase the Comptroller's office must be advised of the payroll code numbers to be recomputed.

THIS REPLY MUST BE RECEIVED IN THE COMPTROLLER'S OFFICE NO LATER THAN AUGUST 22, 1973.

For all monthly and semi-monthly payrolls the increase will be calculated on the rate of pay. Taxes, FICA and Retirement will be calculated on the new gross, voluntary deductions will be the same as the previous pay with the exception of optional State Life Insurance. If an employee does not have optional State Life Insurance, total deductions and net will be calculated on the prelist.

It will be the responsibility of the payroll clerk to compute the Units of Life Insurance and State Paid Life Amount on all employees. If an employee has optional State Life Insurance, the payroll clerk will also compute the deducted State Life, total deductions and net. These fields will be blank on the prelist.

For all Daily, Weekly, Bi-Weekly, and Hourly payrolls the dollar fields and time worked field will be left blank except for voluntary deductions (excluding optional State Life). Computations will be made by payroll clerks.

Very truly yours,

George W. Lindberg
Comptroller

By: *Dennis Kelly*
Payroll Supervisor

DK:je



STATE OF ILLINOIS

OFFICE OF THE COMPTROLLER

GEORGE W. LINDBERG

July 2, 1973

PAYROLL BULLETIN
(10-73)

TO: All State Agencies and Departments
Attention: Payroll Clerks

SUBJECT: Northeastern Insurance - Travel Accident Insurance

Northeastern Life Insurance Company has provided a mailing to all State employees offering travel accident insurance by payroll deduction. This policy is not a part of the State Insurance Program and is to be handled as any other employee optional insurance. Code # 89 has previously been assigned to Northeastern Life Insurance Company.

The payroll deduction authorization provided by Northeastern Insurance as a part of their application for insurance does not meet the standards required by the Office of the Comptroller. The authorization was not approved by this Office prior to the mailing. The Comptroller's office will accept the payroll deduction authorization as attached to the Northeastern application, only if the work VOID is clearly written on the back side of the authorization form. This exception to procedures is being made to prevent delays in the extension of coverage to the employee.

The front of the form entitled "Payroll Deduction Authorization and Contribution Election" should be completed in detail.

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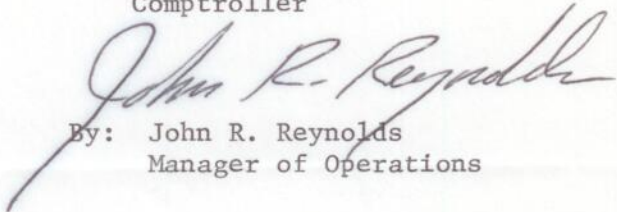
Reference is made to payroll bulletin (17-72) of November 28, 1972 which indicates that the present payroll voucher provides for three optional insurance columns other than the State plan. Those columns are Life Elected Amount (61), Health Elected Amount (63), and Miscellaneous Insurance Amount (65). If an employee is carrying three insurance options in addition to the State plan, no additional deductions can be made, however, the employee may elect to purchase this policy by direct pay to Northeastern.

July 2, 1973

Any employee desiring to make direct pay may contact Northeastern Life Insurance Company at 534 South Second Street, Springfield, Illinois. Phone inquiries should be directed to Northeastern's office at 217-789-0368.

Very truly yours,

George W. Lindberg
Comptroller


By: John R. Reynolds
Manager of Operations

DK:je



STATE OF ILLINOIS

OFFICE OF THE COMPTROLLER

GEORGE W. LINDBERG

PAYROLL BULLETIN

(9-73)

June 18, 1973

TO: All State Agencies and Departments
Attention: Payroll Clerks

SUBJECT: Payroll Deductions - Insurance

The Office of the Comptroller has been requested by Reliance Standard Life Insurance Company to terminate, effective July 1, 1973, all payroll deductions under insurance codes 45 and 62.

As a result of this request we are inactivating codes 45 and 62 effective with the submission of your June 15-30 payroll. No payroll deductions should be taken under code 45 and code 62 for the July 1-15 pay period. The above procedure must be strictly followed to avoid delays in the processing of the payrolls.

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The following revision should be made to payroll bulletin 17-72 which provides each payroll office with a listing of Insurance Companies eligible for payroll deductions:

Code 45 - Delete

Code 62 - Delete

Code 90 - American Bankers Life Assurance Company of Florida

Code 91 - Standard Life and Accident Insurance Company

Very truly yours,

George W. Lindberg,
Comptroller

John R. Reynolds
By: John R. Reynolds
Manager of Operations

DK:llm



STATE OF ILLINOIS

OFFICE OF THE COMPTROLLER

GEORGE W. LINDBERG

June 18, 1973

PAYROLL BULLETIN
(8-73)

TO: All State Agencies and Departments
Attention: Payroll Clerks

SUBJECT: State Contribution to Retirement System

The Office of the Comptroller has received a large number of vouchers requesting payment to the State Contribution to Retirement System with insufficient funds to cover the vouchered amount. Many agencies have exhausted or will exhaust their appropriation for their 294 account prior to the end of Fiscal Year 1973. In order to prevent possible payroll delays the following procedures should be followed.

Agencies submitting prelisted vouchers are requested to check their balance in the 294 account prior to vouchering payment for the account. If it is determined that there are insufficient funds to make a complete payment, a partial payment of the existing balance in the account should be made. Any subsequent vouchers for FY 73 should not contain payment for the State Contribution to Retirement System unless a transfer of funds in to that account has been effected. At that time you may voucher current amounts due as well as back amounts due.

Agencies submitting payrolls on tape should determine the balance of the 294 account. If it is determined that there are insufficient funds to make a whole payment it is requested that a partial payment be made as outlined above. In the event such procedure is not feasible we recommend that the tape agency submit a commercial voucher for the unexpended balance in the 294 account. This commercial voucher must be processed prior to June 30, 1973.

If the question arises as to the available balance in the appropriation, please contact Irene Russo at 2315.

Your cooperation in following the above guidelines will be appreciated.

Very truly yours,

George W. Lindberg
Comptroller

By: John R. Reynolds
Manager of Operations

DK:je



STATE OF ILLINOIS

OFFICE OF THE COMPTROLLER

GEORGE W. LINDBERG

June 15, 1973

PAYROLL BULLETIN
(7-73)

TO: All State Agencies and Departments
Attention: Payroll Clerks

SUBJECT: State Employees Group Insurance

Effective July 1, 1973 the State Employee Insurance Program will be changed. The Department of Personnel has awarded a contract to Blue Cross-Blue Shield for the Health and Accident coverage. A separate contract for Life Insurance has been awarded to Crown Life Insurance Company.

The separation of coverages between two carriers will necessitate a modification of the insurance coding system currently in use. Effective with the July 1-15 payroll the following coding will be used:

A1 - Crown Life Insurance Co. - State Paid Life
B1 - Blue Cross-Blue Shield - State Paid Health
C1 - Crown Life Insurance Co. - Deducted Life
D1 - Blue Cross-Blue Shield - Deducted Health

Prelists for the July 1-15 pay period will be specifically designed to handle the transition. Following the receipt of the June 16-30 payroll vouchers, the Comptroller's Office will produce a prelist dropping out State Life Non-Ded. Amt. (Column 47), State Health Non-Ded. Ins. Amt. (Column 50), State Life Ded. Amt. (Column 54) and State Health Ded. Amt. (Column 58).

If an employee has deductions made on the June 16-30 payroll for optional coverages provided by the State Plan it will be assumed that he will continue to do so under the new program. The total deductions (Column 67) and warrant amount (Column 68) will be left blank. The payroll clerk will be responsible for computing the premium amount, total deductions and the amount of warrant for employees in this category.

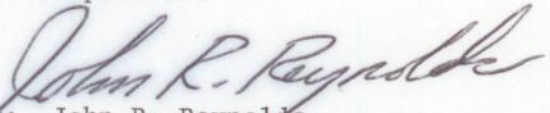
If an employee is not carrying optional coverages to the State Plan as of June 16-30, total deductions and amount of warrant will be printed on the prelist. It will be the responsibility of the payroll clerk to change the prelist to reflect any additional coverages desired by the employee.

June 14, 1973

Due to the large number of manual entries that will be required for agencies that submit prelisted vouchers, it will be necessary to allow additional processing time for agency payroll sections and the payroll department of the Comptroller's Office. It is requested that your payrolls for June 16-30 be submitted in advance of the normal schedule in order to permit the Comptroller's Office to prepare your revised prelists as early as possible.

Very truly yours,

George W. Lindberg,
Comptroller


By: John R. Reynolds
Manager of Operations

DK:je